

MOTOR VEHICLE AND OTHER DEALER LICENSE REQUIREMENTS

*Thank you for expressing an interest in becoming a Dealer in Washington.
It is important that you understand and can meet all the listed requirements before you apply
for a license.*

After you have determined that you can meet **all** requirements listed, please contact us and **request a Dealer Application Packet**. The packet will include all the forms you need to apply for the business licenses. Call Master License Service (360) 664-1400 **or** Dealer Services (360) 664-6466.

- **Business site meets local codes:** You will need to contact the city and/or county zoning departments to ensure that the business site complies with all applicable building codes, zoning and other land-use ordinances.
- **Business site meets state dealer licensing laws:** To comply with state laws your site will need to meet the following requirements.
 - Must be located at a **commercial** property with an enclosed building (in most cases you cannot sell vehicles from your home).
 - A **permanent sign** will need to be placed on the site that is large enough to be visible from the major avenue of approach. The sign must state the business name and identify the type of business (such as Auto Sales).
 - A **telecommunications system** must be in operation and the phone number must be listed in directory assistance.
 - A **retail dealer** is required to have the business site open from **10:00 a.m. to 4:00 p.m. five days per week**. These hours are referred to as “normal business hours.” Additional hours and days of operation may be added at your discretion. Hours of operation must be prominently posted at the main entrance door(s).
 - **Books, records and files** must be maintained at the business site.
 - If there will be two or more vehicle dealer businesses sharing a location, all records, office facilities, and inventory will have to be **physically segregated** and clearly identified.
- **Bonds:** All vehicle dealers are required to carry a bond. See the back of this form for information on the amount of bond you will need. Bonds can be obtained from many insurance companies. It is recommended you research the cost of your bond before you apply for a license.
- **New Vehicle Sales:** If you will be selling new vehicles, you will need to provide us with the name and address of each manufacturer you will represent and a Sales and Service Agreement from each of the manufacturers.
- **Finances:** You will be required to provide comprehensive information about your business finances. Businesses owned by a sole proprietor or partnership also require personal financial information on each business owner. In addition, all assets will need to be documented (for example: copies of bank statements, copies of titles/registrations of vehicles, tax assessor statements for real estate owned, etc.). A current lease agreement will need to be included if you do not own the business site. A license can be denied based on information found in this process.

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DEALER LICENSE REQUIREMENTS (continued)

- **Fingerprint Cards and Personal Criminal History:** Each owner, partner, corporate officer and/or LLC member/manager of the business will be required to submit a fingerprint card and go through a personal background check. A license can be denied based on information found in this process.
- **Business names** cannot be duplicated. Contact the Master License search line at 1-900-463-6000 for a business or trade name search to see if the business name you wish to be licensed under is available. A fee, usually around \$6, will be charged to your telephone bill.
- **Education for Non-Franchised Motor Vehicle Dealer:** At least one owner, partner, corporate officer and/or LLC member/manager of the business will be required to submit a certificate of dealer education, provided by the trainer upon successful completion of at least 8 hours of training. Contact Dealer Services for more information.

LICENSE TYPES, FEES AND BOND AMOUNTS

ALL DEALER LICENSE APPLICATIONS:	\$750
YEARLY LICENSE RENEWAL:	\$250
EACH DEALER PLATE NEEDED FOR YOUR BUSINESS:	\$ 33 per year

Motor Vehicle Dealer **Bond amount** **\$30,000**
Required for businesses that buy and sell new or used cars, trucks, and/or motorhomes at retail or wholesale. Also required for Auctioneers selling titled vehicles.

Motor Vehicle Wholesaler **Bond amount** **\$30,000**
Required for businesses that sell **used** cars, trucks, and/or motorhomes to licensed dealers and **ONLY** at wholesale.

Manufactured Home-Travel Trailer Dealer
Manufactured Home (or Park Trailer) Bond amount **\$30,000**
Travel Trailer (or Fifth Wheel Trailer) Bond amount **\$30,000**
Required for businesses that sell any type new or used non-motorized mobile, manufactured home, park trailer, tent trailer, or travel trailer, at retail or wholesale.

Miscellaneous Vehicle Dealer **Bond amount** **\$5,000**
Required for businesses that sell, at retail or wholesale, motorcycles and any miscellaneous vehicle other than motor vehicles, mobile homes, tent trailers, and travel trailers (i.e., this license allows the sale of off-road vehicles, and utility, boat, and/or horse trailers).

After you have completed an application packet and submitted it with the required documentation and fees, you will be contacted by a Dealer Investigator to arrange for a required inspection of your business site. For more information, contact Dealer Services at (360) 664-6466.

If you have any questions pertaining to the established place of business requirements, please contact your local Dealer Investigator's office at the following locations:

Seattle	(206) 706-4255	Olympia	(360) 664-6475
Union Gap	(509) 575-2777	Kennewick	(509) 734-7138
Spokane	(509) 482-3886	Coulee Dam	(509) 633-7031